



Proposed and Stipulated Orders Tutorial Eastern District of Michigan

Proposed and Stipulated Orders are covered under Rule 11 of the Policies and Procedures. It is important to remember that *anything* that contains a place for a Judge or Magistrate to sign must not be e-filed.

<hr/> U.S. District Court Judge

Orders to be signed by a judicial officer should be submitted to the Judge or Magistrate using the “[Proposed Order Hyperlink](#)” located under the **Utilities** section of CM/ECF.

CM/ECF Civil • Criminal • Query • Reports • **Utilities** • Logout

Utilities

Your Account	Proposed Orders
View Your Transaction Log	Proposed Orders...
Change Client Code	
Change Your PACER Login	Miscellaneous
Review Billing History	Internet Payment History
Show PACER Account	Mailings...

Important: All orders that are submitted using the “[Proposed Order Hyperlink](#)” must be submitted in Word or Word Perfect format. They should NOT be converted to PDF.

Submitting Proposed and Stipulated Orders

Proposed Orders:

Proposed Orders must be submitted to the judge to whom the case is assigned or to the magistrate judge to whom the matter is referred via the “[Proposed Order Hyperlink](#)” located under the **Utilities** section of CM/ECF.

Stipulated Orders:

If the filing user obtains concurrence, the proposed stipulated order must be submitted via the “[Proposed Order Hyperlink](#)” located under the **Utilities** section of CM/ECF.

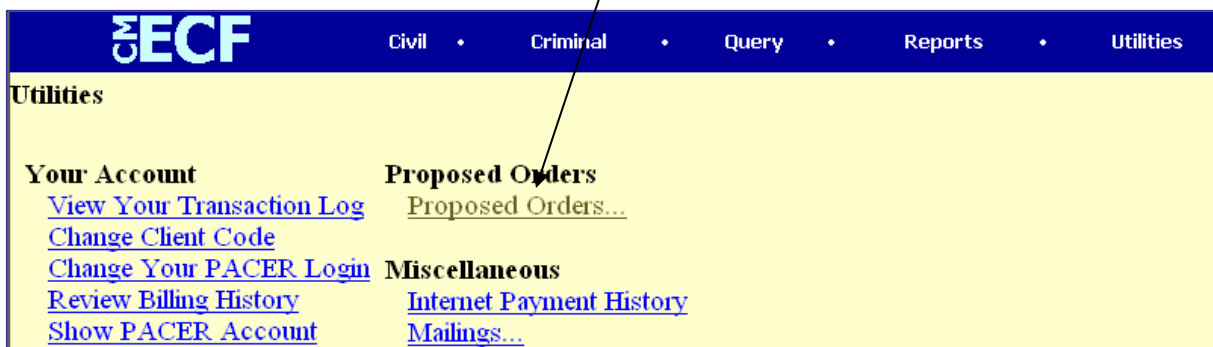
Step 1:

On the blue Menu Bar, click **Utilities**.



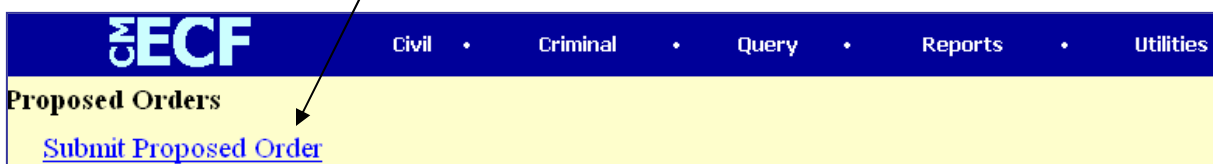
Step 2:

In the **Utilities** screen click on [Proposed Orders](#):



Step 3:

Click [Submit Proposed Order](#):



Step 4:

Click the drop down arrow and select the appropriate Judge or Magistrate. Click [GO].

Select Judge for Proposed Order

Select Judge...

Battani
Binder
Borman
Capel
Cleland
Cohn
Cook
Duty Court
Duggan
Edmunds

Go

Step 5:

Fill out form.

To Judge Edmunds

From

(enter your email address)

Case Number

(i.e. xx-xxxx)

Brief Comment:

Attachment

Browse...

Submit Proposal

Enter your E-mail address. A copy of this email will be sent to that e-mail address.

Enter the Case Number that this Order is regarding.

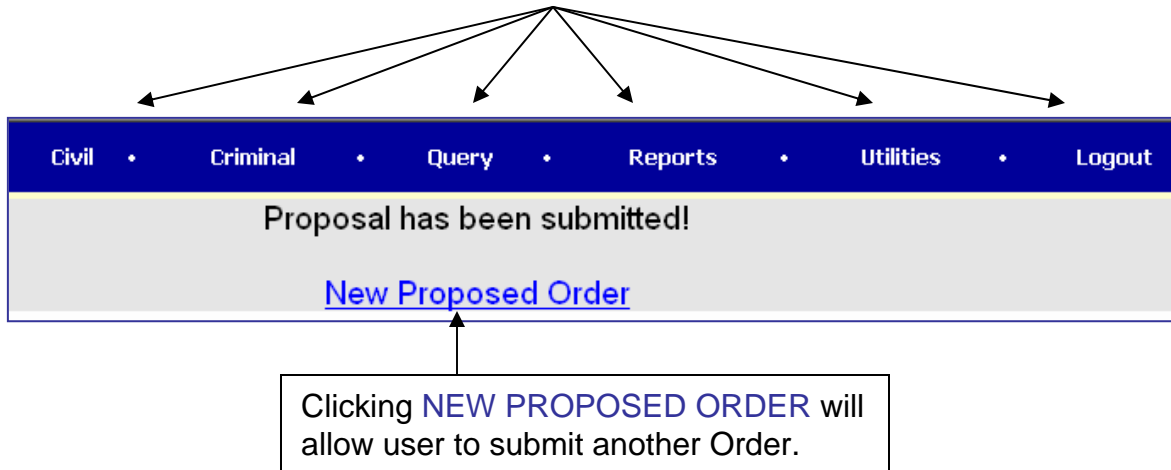
Type a brief comment about the order that is attached.

Click [BROWSE] to upload the Order. Be sure it is not in PDF.

After the form is filled out and your order is attached, click [SUBMIT PROPOSAL] to send the order to the Judge or Magistrate.

Step 6:

Once the Order is submitted, a confirmation screen will appear. The filer must then notify opposing counsel that the order has been submitted. Clicking any of the options in the blue menu bar will take filer out of this screen.



Stipulations and Motions with Separate Orders **REVISED 5/17/2006**

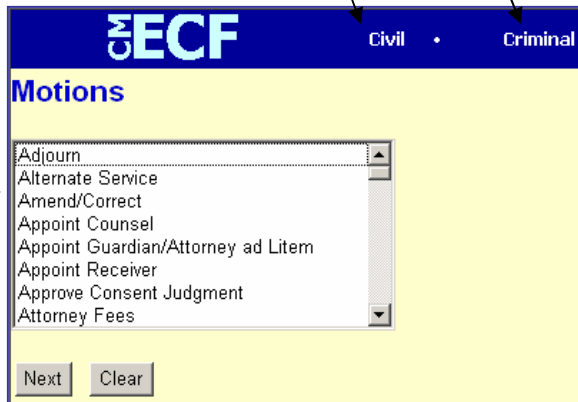
Stipulation with Separate Order:

If concurrence is obtained and the filing user prepares a separate stipulation, it must be combined with the proposed order and submitted as one document under "Utilities". Do NOT file a copy of the stipulation under "Civil" or "Criminal." This is pursuant to the changes made to the ECF Policies & Procedures by the Ad Hoc Committee on Electronic Filing.

Motions with Accompanying Proposed Orders:

If a proposed order is prepared along with an *ex parte* motion, the motion **must be filed**. File as you normally would, but **do not make** the proposed order part of the motion, an attachment or an exhibit. The proposed order should be sent separate from the motion under the "Utilities" link. (see next page)

The *ex-parte* motion must be e-filed first under the “[Motions](#)” event in either the **Civil Events** or **Criminal Events** screens.



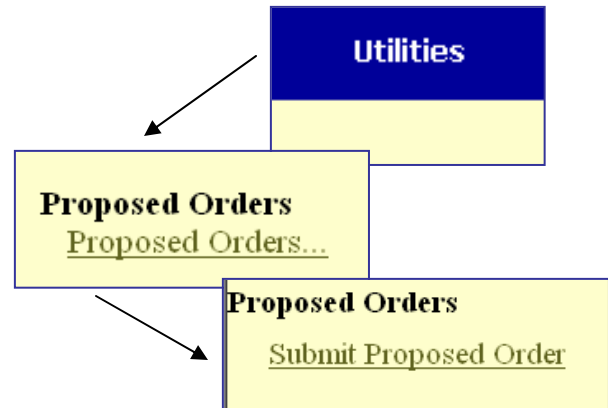
ECF Civil • Criminal

Motions

- Adjourn
- Alternate Service
- Amend/Correct
- Appoint Counsel
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Approve Consent Judgment
- Attorney Fees

Next Clear

The proposed order must be submitted via the “[Proposed Order Hyperlink](#)” under the **Utilities** section of CM/ECF. (For more details, review Submitting Proposed and Stipulated Orders in this tutorial.)



REMEMBER: According to Rule 11 of the ECF Policies and Procedures, Proposed Orders are NOT to be attached as exhibits to Motions.